



DEPARTMENT OF PLANNING ENGINEERING AND BUILDING

PRELIMINARY SUBDIVISION PLAT CHECKLIST (May 2005)

Please use this checklist to make sure that your subdivision application to the City of Madison is complete. Please fill in the form in its entirety, putting checkmarks by each completed item.

This form must be completed and turned in with your application to the Planning Commission. *We cannot accept your application without it.*

If any item on this checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City's Subdivision Regulation document, which can be found on line at:

<http://www.ci.madison.al.us/docs/Subdivision%20Regulations%201-11-5%20.pdf>

General Information

Development
Name _____

Development
Type _____

Zoning _____

Acres _____

Lots _____

Smallest lot size _____

Linear feet in streets _____

Waiver(s)
requested_____

☐ Application Fee - \$25.00 + \$5.00 per lot Paid_____

☐ Drainage Review Fee - \$25.00 + \$5.00 per acre Paid_____

☐ Six copies of drawings

☐ Digital submittal in *.pdf and AutoCAD format.vc

☐ Closure tape

☐ Scale: Not less than 1" equals 100 feet

☐ Sheets numbered

☐ The name, address and Deed Book and Page of record of the legal owner AND the name and address of the agent or agents acting for the legal owner.

☐ North point referenced to a line established in the U.S. Public land survey, date and scale.

☐ A caption giving the location of the subdivision by government lot, quarter section, township, range, city, county and state including sufficient description to clearly define the lands; AND lot and block and subdivision name and parcel number(s) and legal Deed Book and Page of all portions which are a part of previously approved subdivision(s) of legal record.

☐ The name, address and seal of the registered surveyor or engineer preparing the plat or map.

☐ A vicinity map at the same scale as the Official Zoning Map of the City of Madison which shall show the location of the proposed subdivision and all existing and approved roads within twelve hundred (1200) feet of the exterior boundaries of the proposed subdivision.

☐ The exact length and bearing of the exterior boundaries of the tract of land being subdivided. Distances will be provided to the nearest hundredth of a foot and bearings to the nearest tenth of a second of arc to achieve a positional accuracy of 1:5000, corresponding to third order accuracy.

☐ Dimensions and area in acres of all proposed lots and other land areas and the bearings of the respective sides. All lots and blocks shall be numbered.

☐ Approximate radii, central angle, arc distance, chord lengths, and points of tangency of all curves.

☐ The name, address, and legal Deed Book and Page of the ownership for all adjacent parcels as they appear in the current records of the County Tax Assessor's Office.

☐ Wooded areas, wetlands, unstable soils or slopes and any other adverse condition affecting the site.

☐ A site assessment map drawn at the same scale as the plat, and including the location, size, and condition of all the following: geologic formations, soils classifications, bluffs, sinkholes, caves, landslides (active and inactive), lineaments, springs, seeps, streams (perennial, intermittent, wet weather), wetlands, groundwater recharge points, vegetative communities, including the five most abundant tree and floral species for each community, in order of abundance and including the approximate age of each community, endangered and threatened species as determined by the US Fish and Wildlife Service, evidence of recent or ancient quarry operations, spoils areas, dump sites (active, inactive, or covered/reclaimed), existing fills and excavations, existing drainage retention and detention areas, wells, whether active or inactive, open or closed, storage tanks, regardless of contents, both above ground and underground, known historical and archaeological features

☐ Site assessment report, including the names and qualifications of all site assessment investigators and analysts, methods used in site assessment, findings for all features identified on the map, including itemized descriptions, illustrations and photographs, professional conclusions concerning the impact of the findings on the proposed development, as well as the impact of the development on the natural features of the site, recommendations for mitigation of the impacts of development on the site

☐ The location, widths and names of all existing or platted streets, alleys, pedestrian ways or other public ways and easements, jurisdiction lines, railroad and utility rights-of-way, parks, cemeteries, drainage ditches, water courses, culverts and drain pipes, water mains, bridges, and other permanent or temporary buildings or structures, and other public places on or adjacent to the tract of land being subdivided.

☐ The location, widths and names of all proposed streets, alleys, pedestrian ways or other public ways and easements.

☐ Cul-de-sac maximum length of 800 feet.

☐ Block length maximum of 2200 feet.

☐ The location, widths, purposes and names of all existing or proposed public rights-of-ways and easements.

☐ Required and proposed minimum building setback lines.

☐ Lots dimensions conforming to the zoning.

☐ Land intended to be dedicated to parks, school sites, open space, or other public use, or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations. Private property to be held in common and NOT dedicated for public use shall be so indicated.

☐ Zoning classification of the land to be subdivided and the zoning classification of all adjoining tracts of land.

☐ Flood plain district limits including the contour line of the floodway, the flood profile elevation (100 year flood) and the contour line two (2) feet above the vertical distance of the flood profile elevation.

☐ Noise Influence Zone limits including Day-Night Average Sound Level (Ldn) contour lines for areas exceeding 65 dBA for the year 1995.

☐ Site information including:

- Acreage in total tract
- Smallest lot size
- Total number of lots
- Linear feet in streets

Construction Plans. Construction Plans shall be drawn at a scale of not less than one (1) inch equals fifty (50) feet, and map sheets shall be of the same size as the Preliminary Plat.

Street plan containing the following information:

☐ Location of all proposed and existing streets, curb cuts, driveways or intersections or rights-of-way in or adjacent to the subdivision along both sides of adjacent boundary streets.

☐ Show the distance between existing street intersections and proposed street intersection along boundary streets.

☐ Width of existing and proposed rights-of-way.

☐ Street names as approved by City – contact Jolie Carter at 772-8431.

☐ Plan and profile of all streets, showing natural and finished grades drawn to a scale of not less than one (1) inch equals one hundred (100) feet horizontal and one (1) inch equals ten (10) feet vertical.

☐ Street plan and profiles shall be stationed. For profiles continuing over multiple sheets, provide a minimum 50 foot overlap for the profile shown on subsequent sheets.

☐ Design speed for the street. This will be the same as the posted speed limit.

☐ Vertical curve information for all streets including grades; stations for PC, PVI and PT; elevations, PC, PVI and PT; K and length of curve. Verify that the “K” value meets the minimum requirements for the DESIGN speed as shown in the latest edition of American Association of State Highway and Transportation Officials (AASHTO) *“Policy on Geometric Design of Highways and Streets”*

☐ Sight distance table for all proposed street intersections. Identify type of anticipated intersection traffic control according to the guidelines promulgated by the AASHTO *“Policy on Geometric Design of Highways and Streets”*, (Latest Edition).

☐ Intersection sight distance certification signed by the Engineer of Record. This certificate shall state that the intersection sight distances for the proposed construction complies with the minimum AASHTO standards.

☐ A typical street cross section for each area of those streets or portions of streets that differ from the approved standard dimensional requirements of the City (i.e., widened entrance drives).

☐ Cross sections of proposed streets at a minimum of 100' stations. Cross sections shall reflect the actual street cross section over transition sections (i.e. wider entrance streets transitioning to narrower interior street sections).

☐ Curve data for the centerline of each street: Delta, Tangent, and Radius.

☐ Striping and marking plan for multi-lane intersections where applicable.

☐ Location of all required sidewalks and crosswalks.

☐ Location of pedestrian access easements

Stormwater Drainage and Management Plan containing the following information:

☐ Drainage area contour map (400 scale or larger) showing the area being developed and sufficient surrounding area to determine the effects of stormwater runoff from the surrounding area on the site being developed and to determine the potential effects of the proposed improvements on the adjacent (particularly the downstream) area.

☐ Location of existing drainageways, streams, stormwater conveyance systems and ponds in the area being developed.

☐ Topography at two-foot contour intervals.

☐ Lowest Floor elevation of each lot.

☐ Direction of water flow throughout subdivision and compatibility with existing City drainage systems or natural drainage.

☐ Location, size, and invert elevations of proposed drainage structures including culverts, bridges, pipes, drop inlets, and top elevations of head walls, etc., showing details on Drainage Plan, including conduit schedule.

☐ Indicate that construction details of typical manholes, connections, and other drainage structures proposed shall be in accordance with the typical designs adopted by the City of Madison.

☐ Provide construction details of proposed special or modified manholes, connections, and other drainage structures (such as multi-pipe inlets, control structures for detention ponds) .

☐ Drainage Analysis Report (may be a separate document). The analysis shall provide information relating to Pre-development and Post-development

conditions on the proposed development site. This analysis shall also provide information on area of land contributing run-off to each drainage structure along with run-off calculations of each area and drainage calculations for each drainage structure, stormwater conveyance pipe and drainage ditch. Information provided in the report may be in the form of that generated by commercially available computer programs. Correlate the identification of structures as identified in the drainage report to the identity of structures shown on the plans.

☐ Location of easements and rights-of-way for drainageways and maintenance access thereof.

☐ Plan and profile of each drainage conveyance structure (pipe, ditch, swales). Some or all of this information may be shown on the street plan and profile sheet. The storm drainage plan and profile shall show the size of the conveyance, slope, length and proposed material. See the City Construction Specifications for information relating to approved materials and their uses.

☐ Show required ditches and swales.

☐ Ditch Profiles. Ditches shall be designed in accordance with Section 11 of Construction Specification. Show calculated Q's, depths and velocities for the 25 year storm.

☐ Hydraulic Grade Line shall be shown for the design storm on the storm drain plan and profile. Designers shall verify that the Hydraulic Grade Line does not rise above the throat of any inlet within the drainage system for the design storm.

☐ Storm water conveyances (pipes, ditches, swales) shall be sized to carry the flow from the design storm without flooding the system. The design storm criteria are as follows:

- | | |
|---|----------|
| • Lowest floor residential | 100 year |
| • Required yards | 25 year |
| • Local streets and drainage structures | 10 year |
| • Collector and arterial roads and drainage | 25 year |
| • Other open channels | 25 year |

Design criteria are based on the 24 hour type II event. For Special Flood Hazard Areas, design criteria can be found in Chapter IV of the Zoning Ordinance.

☐ Storm drain pipes shall have adequate cover (6 inches below subgrade to top of pipe). Designer should check the cover where the pipe runs along the curb and not the centerline of the road.

☐ Stormwater Detention or Retention ponds. Provide dimensions of the proposed ponds in a plan view (may be shown on the Grading Plan). Provide a typical cross section of the structure indicating bottom elevation, bottom width, side slopes, and calculated water elevations for the 10-year, 25-year and 100-year storm event. Detention ponds (Wet Ponds) must maintain a minimum of 6 feet of water depth.

☐ Typical cross sections of each drainageway.

☐ An erosion control and groundwater protection plan, including precautions to prevent the introduction of pollutants into the municipal stormwater system, the sanitary sewer system, or into the groundwater table.. The Erosion Control Plan may be incorporated into the Grading Plan. Criteria for use and placement of erosion and sediment control structures should be in accordance with the latest edition of the "*Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management*" as prepared by the Alabama Soil and Water Conservation Committee.

☐ Copy of ADEM storm water permit application.

Sanitary Sewer Plan containing the following information:

☐ Location and size of all existing and proposed sewers in the subdivision and tie-points

☐ Direction of flow of each sewer line.

☐ Location of each manhole and other sewerage system appurtenances including lift stations, oxidation ponds, and treatment plants, if any.

☐ References to applicable Standard Construction Specifications of the Water and Wastewater Board with respect to construction of manholes, connections, and other sewage structures proposed.

☐ Plan and profile of sewage system.

Water Distribution Plan containing the following information:

☐ Location and size of water distribution system including pipes, valves, fittings, hydrants, high-pressure pumping equipment, etc.

☐ Design fire flow for each fire hydrant. (If design flows are the same for all hydrants, designate that flow in a note.)

☐ References to applicable Standard Construction Specifications of the Water and Wastewater Board with respect to construction of manholes, connections, and other sewage structures proposed.

☐ Huntsville/Athens Utilities certificate **(signature not required at initial submittal)**

☐ North Alabama Gas certificate **(signature not required at initial submittal)**

☐ Water and Wastewater certificate **(signature not required at initial submittal)**

☐ Bellsouth certificate **(signature not required at initial submittal)**

☐ Cable certificate **(signature not required at initial submittal)**

☐ for all subdivisions subtending land which falls within 200 ft. of any MidSouth Gas Transmission Pipeline or ATT Fiberoptic trunk line, the City shall send a certified letter to the appropriate utility owner notifying them of the project. It shall be the responsibility of the applicant to provide the Planning Commission with the letter of approval and with construction drawings (to accompany the preliminary plat), accompanied by the appropriate endorsements of the referenced departments or agencies, prior to the Planning Commission's approval of the Preliminary Plat.

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefor on a separate sheet.

Engineer/Surveyor

Engineering/Surveying Firm

Date

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